

# Vacancy Announcement

## for

### U.S. Embassy, Baghdad

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**ANNOUNCEMENT NUMBER: TCN 11-37**

**OPEN TO:** Third Country Nationals Only

**POSITION:** Procurement Agent; FSN-7

**OPENING DATE:** April 5, 2011

**CLOSING DATE:** April 18, 2011

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \$22,539 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars.**

**LENGTH OF HIRE:** 1 - 5 years (1 year with 4 optional years)

U.S. Embassy in Baghdad is seeking an individual for the position of Procurement Agent in the General Services Office (GSO) of U.S. Embassy Baghdad.

#### **BASIC FUNCTION OF POSITION**

The incumbent prepares purchase orders, contracts, vouchers, miscellaneous procurement documents and paperwork including correspondence. Receives procurement requests through the Integrated Logistics Management System (ILMS) and conducts market research and makes telephone inquiries to local firms to ascertain the availability and price of items. Negotiates best price with vendors and ensures that the vendor can provide requested items which meet the required product specifications and further ensures delivery within reasonable timeframes. Maintains post records relating to purchases, files procurement documents and correspondence in accordance with office filing procedures. Maintains the Office's Foreign Affairs Manual and other regulations and instructions dealing with procurement and purchasing. Compiles information required to submit daily in the Federal Procurement Data System. Incumbent performs other duties as instructed by the GSO or Procurement supervisor.

**The Universal Application Form, TCN program benefits and FAQs can be found at:**

[http://iraq.usembassy.gov/hr\\_tcns.html](http://iraq.usembassy.gov/hr_tcns.html)

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of two (2) years of university credits in business administration, finance, marketing, commerce, accounting, international trade, judicial is required.
2. No less than five (5) years of work experience in procurement is required.
3. Language requirements include fluency in English (level 4).
4. Thorough knowledge of procurement procedures and regulations is required.
5. Other requirements include abilities to work independently and effectively in a team environment; to handle multitasking without interruption to the normal flow; evaluate vendor proposals and determine the best proposal per U.S. Government regulations. Must be able to memorize and maintain historical data and have excellent organizational skills. Must be tactful and diplomatic in order to establish and develop productive working relations with outside officials, customers and contractors. Must have good initiative, judgment and ability to train and instruct customers in all facets of procurement activities.

## **SELECTION PROCESS**

It is essential candidates address the required qualifications above in the application to meet the required qualifications.

## **TO APPLY**

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION MATERIALS TO THE FOLLOWING EMAIL ADDRESS:**

[TCNISUAmman@state.gov](mailto:TCNISUAmman@state.gov)

**FOR INQUIRIES PLEASE EMAIL:** [TCNISUAmman@state.gov](mailto:TCNISUAmman@state.gov)

**POINT OF CONTACT**

Telephone: (962) (6) 590-6832 / 590-6828

FAX: (962) (6) 5906869

**CLOSING DATE FOR THIS Vacancy Announcement: April 18, 2011**

The U.S. Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: AMEveritt, ISU/HRO

Cleared: SCharles, Embassy Baghdad, AGSO

Drafted: LAbdulhadi ISU/HR

## **Appendix A**

### **DEFINITION**

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References

### **Procurement Agent Capsule Position Description FSN - 7**

Daily, the incumbent receives purchase order requests through the Integrated Logistics Management System (ILMS). It is expected that the employee conducts market research, prepares all relevant paper work, negotiates and ensures all regulations are followed. When preparing purchase orders, the incumbent utilizes ILMS to prepare necessary purchase order documents for ordering items through the Federal Supply Schedule to be obtained from GSA. This includes, but is not limited to: requesting bids, reviewing responses and preparing summaries of offers, negotiating, and drafting contracts and other related documents. Furthermore, the incumbent administers and must monitor the use of the Government-wide purchase card in accordance with the Federal Acquisition Regulation (FAR) and the Department of State Acquisition Regulation (DOSAR). Lastly, the incumbent maintains and monitors the Blanket Purchase Log (BPA), and records every call to the vendor.